

Work Package 6

Adaptation and product finalization

ValidAid

**FINAL VERSION OF INTERACTIVE TESTS
uploaded on the project's web-site for
preparation and training for validation of
low qualified employees**

(Methodology for implementing knowledge testing as a
“competence” validation tool)

This document describes the final version of the *methodology* for the development and conduction of the interactive tests, which were uploaded on the project's web-site for preparation and training for validation of low qualified employees.

After the 3rd Project Meeting in Paris, France, partner teams from IPS, VICO, IEBA and FRAE, respectively were provided a database of questions: least 30 questions for respective sector in English. On this basis all partners were developed a questions for interactive tests (60 – 100 per sector) in local language.

After that the French partner ISEP was developed the interactive part for project's web-site where those tests for low qualified employees uploaded in the differentiated part "Validation Kit". All instructions from the interactive site will be translated into the national language.

The Methodology was reviewed after the actual completion of the validation process in „Trade“, „IT & Communication“ and „Finance“ sectors in Bulgaria. They include the outcomes from: the discussions among the Professional task groups, which were created for the project; the Interim Report of the external evaluator from Austria; the Project Evaluation Report, MERIG; partner's presentations during the 4th Project Meeting in Vilnius, Lithuania; other comments and opinions made during the validation process in this sector in Bulgaria.

Knowledge testing is a traditional method, which has been practised for a long time within formal education. The method measures actual knowledge and may be carried out with different types of tests such as written questionnaires, multiple-choice, interviews and the like. The usefulness of the method is limited, as it does not measure abilities and attitudes. Due to the fact that the focus of the ValidAid project is recognising the participants' ability to manage their work tasks and the competence standards have also been formulated based on this approach, for the purposes of the project, the testing method will be used as a tool for validating *only knowledge-related competence sub-standards*.

The process of preparation and implementation of tests for preparation and training for validation of low qualified employees and validating knowledge sub-standards passes through the following stages:

1. Elaboration of a database of test questions for all knowledge sub-standards – the database was divided into subsets, corresponding to each of the 10 competence standards and should be large enough to ensure that the content of the tests differs significantly from one test session to another. Moreover, there prepared three different databases of test questions for the three sectors covered by the project, reflecting the knowledge necessary to manage and successfully perform the respective work tasks. It is necessary written test to be structured very precisely and unequivocally in order to avoid any doubts, misunderstandings and disagreements.
2. Development of an interactive web-based IT platform, where the test question database was uploaded and which was used to compile different test versions for each test session. This platform was used at all subsequent stages of the testing process, incl. preparation and training for validation of low qualified employees and assessment.
3. Creation of a testing algorithm – making a decision on various issues such as type and number of questions to be included in the test, overall number of answers and number of correct answers to each question, grading system and the like. The testing algorithm that is proposed for the ValidAid project is as follows:

- 3.1. Each test consists of 20 test questions – 2 questions for each competence standard;
- 3.2. All questions are of a multiple-choice type.
- 3.3. Each question has 3 possible answers, only 1 of which will be correct.
- 3.4. For a correctly marked answer the candidate receive “5” points, for incorrectly marked answer and for no answer or more than one answer marked for a particular question – “0” points. Thus the maximum score that a candidate can earn is 100 points.
- 3.5. The time available for the candidate to take the test is determined to be maximum 30 minutes.
- 3.6. All instructions from the interactive site will be translated into the national language.
4. It is envisaged for the actual test to be computer-based. The validation candidates are allowed to take the test after they have made a registration in the project website. After receiving a user name and a password they will be granted access to the actual test. Each user has an option to previously take the number of trial tests he/she needs for self preparation and to get acquainted with the test format. The test questions database for the trail tests will not be used for compiling the actual tests. The questions for each test (whether trial or not) were randomly selected from the 10 knowledge related-competence standards subsets so that the test includes 2 questions for each competence standard. Before the beginning of each test the candidate is informed about the test algorithm (see par. 3.1 – 3.6 above).
5. After taking the test, each candidate receives a feedback with the test key, the total score that he/she has earned, and explanations about the correct answers to questions that were incorrectly marked or not marked at all by the test taker. The same information with the exception of the explanation part is also made available to the assessor. The latter have as well access to the results of the trial tests of the candidates. This practically means that he/she be able to get a picture of the knowledge of the person to be tested based on a substantial number of questions answered (depending on the number of the trial tests taken by each candidate) and not only on the 20 questions asked in the actual test. The assessor also has the opportunity to obtain summarised information about all or part of the validation candidates from the respective sector.

The testing methodology described above is developed in such a way in order to be as clear as possible to the candidate and at the same time easy to evaluate by the assessor. A key issue in the successful implementation of the test taking process is the preparation of a reliable interactive web-based IT platform which considerably facilitates the process itself.

